



Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR)

Guidance for Participants



- **This guide is to assist participants with the following:**
 - **Who is eligible**
 - **How to apply**
 - **Determining amount of benefit**
 - **Timeline for getting started**
 - **Retroactive benefits**
 - **Revalidation**
 - **Obtaining fare media**
 - **Changes and withdrawals**
 - **Other questions**



- **Who is eligible to participate in the Army's Mass Transit Benefit Program?**
 - **All Army Active Component (AC) military service members.**
 - **Army Reserve Component (RC) military service members (including both Army Reserve and Army National Guard) who are currently on active duty.**
 - **DA Federal civilian employees, including part-time federal employees and interns.**
 - **DA Non-Appropriated Fund (NAF) personnel employed by a duly constituted Army Non-Appropriated Funded Instrumentality (NAFI) under the control of the Secretary of the Army and organized under the provision of AR 215-1 (Military Morale, Welfare, And Recreation Programs And Nonappropriated Fund Instrumentalities), (e.g., NAFI activities managed by the U.S. Army Family and Morale Welfare and**



- **Who is NOT eligible to participate in the Army program?**
 - **Army Reserve Component service members who are drilling or training in an Inactive Duty for Training (IATD) status.**
 - **Contractors.**
 - **Service members and civilian employees on TDY, or who have been deployed.**
 - **NAF employed personnel whose salary is not funded by a duly constituted Army NAFI under the provisions of AR 215-1.**
 - **Reserve Officer Training Corps (ROTC) students unless they are enlisted in a military branch and serving on active duty.**
 - **Army military retirees and Army civilian employee retirees.**
 - **Military dependents.**



- **How do I apply for the Mass Transit Benefit?**
 - **Submit a completed and signed application form to your installation's MTBP Program POC for processing.**
 - **If your installation does not have a MTBP POC, contact the DA program manager for assistance.**
 - **The MTBP application form may be located at the Army MTBP website: <http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>**



- **How do I determine the benefit amount that I am eligible to receive?**
 - **To calculate your monthly cost, multiply your daily commute cost by the average number of days when mass transportation will be used, based on your work schedule. There are 21 workdays in an average month.**
 - **If a weekly or monthly fare is available, and the monthly cost is less than your daily cost, you must use the lower amount.**
 - **Parking fees, tolls, and the cost for seat reservations on vanpools during a participant's absence are not authorized for reimbursement and will not be included in calculating commuting costs.**
 - **As of 1 January 2012, the maximum mass transportation benefit amount is \$125 per month.**



- **How long does it take to enroll in the mass transit benefit program?**
 - **The turnaround time for the participant to receive benefits is approximately 30 workdays from the date of submission.**
- **Can I be retroactively reimbursed for the mass transit costs I have already incurred or will incur prior to my application being processed?**
 - **No. The MTBP is a benefit, not an entitlement; thus, there is no retroactive reimbursement for the program.**
- **How does the Army confirm my participation in the program?**
 - **POCs are required to maintain a master record of current participants**



- **How do I obtain my fare media?**
 - **Fare media varies based on the location and type of mass transportation used. Fare media is distributed on a monthly, quarterly or annual basis, subject to the restrictions of the local transit company.**
 - **Fare media is provided to program participants at the beginning of each time period for that time period. Distribution occurs on-site, and is made either by Department of Transportation (DOT) representatives, who distribute fare media to all local participants; or by the Installation POC, who distributes fare media provided by DOT.**
 - **If fare media is offered in a specific geographic region, the installation must incorporate DOT's distribution process.**
 - **In some locations, DOT is unable to offer compatible fare media with the local transit system. Where this applies, the**

~~DA program office will approve the use of SF 11624 (Claim for~~



- **If my commuting circumstances change, can my benefit amount be changed?**
 - **Yes. You must submit a “Change Request” MTBP application form to your installation POC if there is a change to your commuting circumstances or costs. You must also submit a “Change Request” form for any changes to your personal information (e.g. address change, name change).**
- **What if I decide to withdraw from the program?**
 - **You must submit an application form for “Withdrawing” if you choose to withdraw, or when you depart from your duty location. Departure includes retirement, separation, dismissal and transfer. You must also return all unused fare media upon departure.**
- **Note: The same form is used for new enrollments, change requests, and withdrawing.**



- **What if I have more questions?**
 - **Check with your installation POC**
 - **Consult the Army's MTBP website at:**
<http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
 - **Consult the “MTBP Program Policy, Procedures and Guidelines” found on the website**
 - **Contact the DA Program Manager (click on the Army MTBP email icon on the website)**